

LETTERHEAD

Template – Letter of Commitment for Match Funds

DATE: (Insert Date)

TO: Department of Conservation and Recreation

FROM: (Insert name of person authorized to commit time and effort.)

RE: Commitment of matching funds

(Insert name of contributing organization / company) is pleased to support (insert name of project sponsor) in their efforts to implement the grant project, (insert title of project).

As a partner in this endeavor we commit to providing the following resources and services toward the project as match for a grant from the Department of Conservation and Recreation:

- (Insert bulleted list describing the cash and/or in-kind services provided as match, the source of the match, and the value associated with the match commitment.)
- Cash Contribution –
- Technical Support –
- Construction Funding –
- Equipment Rental –

The above items have a total matching contribution of \$ (insert total).

Sincerely,

(Insert name)

(Insert title)